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Approved For Release 1999/09/25 : CIA-RDP86-00244R000200250003-5

1 July 1969

MEMORANDUM FOR THE RECORD:

SUBJECT: Meeting with Mr. Robert Wattles, Director of Personnel

1. I discussed with Mr. Wattles the broad mission and intentions of the Building Planning Staff (BPS). It was explained that a main source of statistical input would be the Office of Personnel and that thus far certain individuals in his office had been most cooperative. I stated that I was certain this would continue to be the case and he hastened to offer any service which might be of benefit to the BPS planning effort. The possibility of special reports as well as the continued receipt of copies of certain overall machine runs were touched upon.

2. Mr. Wattles was advised that we would be working particularly with the Benefits and Services Division, Control Division, and Plans and Analysis Division. Some early thoughts regarding a personnel center were discussed on the order of "student union". I stated that discussions had commenced concerning this matter with [REDACTED]. I reviewed with Mr. Wattles my discussions with [REDACTED] concerning Employee Activity Association activities and related subjects such as a swimming pool and an expanded gymnasium. Benefits and Services Division ([REDACTED] and [REDACTED]) is following up on this discussion and will be providing the BPS with background material resulting from earlier planning and their current thoughts.

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3. Mr. Wattles inquired as to my conjectures regarding an internal "Picture Phone" system or a telephone and closed circuit TV communications system. He appreciated the fact that we had this subject under consideration and stated that in his opinion it might be possible to in large part pay for the installation of either of these systems through savings resulting from the elimination of many conference rooms.

4. A couple of questions were brought up by Mr. Wattles. First he wondered whether it wouldn't be advisable to review more carefully the use of senior officials' outer offices. He noted that in some cases these offices are fully occupied by working secretaries and clerks thus using the space in a fairly normal office manner, whereas in other cases large rooms were set aside to be used primarily as reception areas with one or two secretaries occupying them. His second question was more a spoken opinion that perhaps those offices of officials dealing primarily with employees should perhaps have a softer atmosphere as to furnishings with casual reading material and art objects than in the case of the outer office of the head of an engineering or scientific component. In the latter case he opined that it might be more appropriate to use extreme colors and modern furniture.

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5. Mr. Wattles suggested that I meet with [REDACTED] and determine whether any literature has been written on the effect of the working atmosphere upon employees, i.e. small versus large space, small versus large buildings, color, interior versus exterior office location. I advised Mr. Wattles that during my introductory discussion with Dr. John Tietjen, Chief, Office of Medical Services, I would broach this subject in such a way as to elicit his support and guidance in this matter.

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[REDACTED]
Chief
Building Planning Staff, OL

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